



Republic of the Philippines
Department of Agriculture
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
Quezon City, 1100 Philippines

ADMINISTRATIVE ORDER

NO: 13

Series of 2021

SUBJECT : Amendments to DA Administrative Order No. 13 and No. 19 Series of 2020
RE: Guidelines for the Accreditation of CSOs to be engaged by the DA as Partners in the Implementation of Agri-Fishery Projects

This is to amend certain provisions of DA AO No. 13 and No. 19 respectively, as follows:


I. Article II of AO 13 and AO No. 19, Membership of the Regional Technical Committee is hereby amended as follows:

- A. To include the DA-RFO Regional Agricultural Engineering Division (RAED) and Agribusiness Marketing Assistance Division (AMAD) Chiefs as members of the Regional Technical Committee; and
- B. To delete Regional Management Committee (RMC) Heads as members of the Regional Technical Committee.

II. Article III of AO 13 and AO 19, Accreditation Criteria, Documentary Requirements and Processes of CSOs

Section 2. Documentary Requirements for Accreditation is hereby amended to read as follows:

- 2.1 Accomplished and notarized data sheet with organizational set-up;
- 2.5 Certificate of Good Standing issued by any government agency where the CSO applicant had implemented projects or programs. If the CSO applicant did not receive any government fund and support, a Certification from the Chairperson that they did not receive any intervention, projects or programs from any government agency shall be issued;
- 2.6 Notarized Omnibus Sworn Statement;
- 2.7 Copy of Biodata with recent photo of current President/Chairman and latest amended Articles of Incorporation/Cooperation and by-laws, showing the original incorporators/organizers and the notarized Secretary's Certificate for incumbent officers;


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- 2.8 CSOs that have been in operation for the past three years are required to submit Financial Reports audited by an independent auditor to ensure its financial condition for the last three years. However, for CSOs which had been in operation for less than three years, a report of accomplishment or any equivalent proof that it had previously implemented similar projects certified by the President and the Secretary, in addition to the audited financial reports for the years that they have been in operation;
- 2.9 Notarized Disclosure of the CSO Directors and Trustees of other related businesses, if any, and the extent of ownership therein; and
- 3.0 Notarized Sworn affidavit of CSO Secretary that none of its incorporators, organizers, directors or official is an agent of, or related by consanguinity or affinity up to the fourth civil degree to the officials of the implementing agency who are authorized to process accreditation applications.

Section 3. Accreditation Process is hereby amended to read as follows:

- 3.7 CSO applicants at the regional level shall be assessed and validated by the Regional Technical Committee headed by the Regional Executive Director, through the Regional Technical Secretariat (RTS) for endorsement to the NTC. The NTS shall only check the completeness of the submitted documents;

3.7.1 If the CSO meets all the criteria set forth in AO 13 and 19, Series of 2020 and in this Amendment, the NTC shall recommend to the DA Secretary the issuance of a Certificate of Accreditation in favor of the applicant within fifteen (15) working days after NTC deliberation; and

3.7.2. If the CSO fails to meet any of the criteria set forth in AO 13 and 19, Series of 2020 and in this Amendment, the RTS or the NTS will inform the applicant in writing of the reason/s for non-endorsement of their application.

All other provisions of said AO Nos. 13 and 19, Series of 2020 shall remain the same.

This Order shall take effect immediately.


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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